

6 October 1952

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Report of Activities for the Week Ending 3 October 1952

1. Activities of the week were devoted exclusively to pursuing the issuance and implementation of a new regulation 9.4 of the Confidential Funds Regulations and to the problem of revising and reissuing the Confidential Funds Regulations as basic Agency regulations.

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a. A proposed new 9.4 regulation has been drafted, has been concurred in by the Comptroller and the Office of the General Counsel, and, with the exception of a few last minute changes, has been concurred in by the Chief, Administration/DDP. Your attention is called to the fact that the concurrence of the Comptroller was secured only with the assurance that the definitions of the types of projects requiring the application of 9.4, which are presently contained in the current regulation but are omitted by the draft regulation, would be formally restated in a notice or directive from the Deputy Director (Administration). Secondly, both the Comptroller and the Office of General Counsel expressed their opinion that it was essential that the regulation require the concurrences of each Administrative Office whose support or responsibilities were involved under each administrative plan developed. This is believed unnecessary by the ADDA and myself as this appears to be a procedural requirement which the DDA would require or waive in conjunction with his personal responsibility in authorizing any basic administrative plan.

2. A CIA Notice has also been drafted for issuance concurrently with the revised 9.4 regulation. This Notice accomplishes the following:

- a. Advises of the significance of the change in regulation 9.4.
- b. Defines the types of activities requiring the application of this regulation. (This was previously done in the regulation itself.)
- c. Designates the writer as Special Assistant to the Deputy Director (Administration) to supervise the implementation and continuing application of the regulation.

3. As rapidly as possible, it is proposed to implement the new regulation by:

- a. Compiling a simple card record of all projects having or requiring an administrative plan.

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b. Establishing the DDA file of all existent administrative plans for ready reference and tickler purposes.

c. Arranging with each Administrative Office to notify the writer regularly and promptly of any difficulties arising in conjunction with any administrative plan or any indications that a project has been improperly implemented without an administrative plan.

d. Develop jointly with the Commercial Division procedures for the expeditious development of administrative plans and a training program which will assist both the Administrative Offices and the Operating Divisions in understanding and fulfilling their responsibilities. This will properly include establishment of training lectures, the provision of check lists of policies and administrative requirements which should normally be covered in development of each administrative plan.

4. In connection with my secondary assignment to pursue the revision and reissuance of the Confidential Funds Regulations, it is essential that certain determinations be made by you before this assignment can be completed. The basic question is whether the Confidential Funds Regulations should be reissued as a separate series of regulations known as the "Confidential Funds Regulations" or whether they should be incorporated into the normal series of Agency regulations. On this point, discussions were held with the Office of the General Counsel, Deputy Chief of Organization and Management, and the Deputy Comptroller. The Deputy Chief, O & M, appears to be of the conviction that the Confidential Funds Regulations as such should cease to exist. He further advised that the entire system of Agency issuances is undergoing a radical revision. From these discussions, I have reached the opinion that at the moment the Agency has no firm concept as to either the type of issuance system it wishes to prescribe nor the mechanics for ensuring that any system of issuance is properly carried out. Because of the effect this situation has upon any attempt to revise and reissue the Confidential Funds Regulations at the present time, and because of the importance of having and developing a firm Agency concept of regulatory issues, this matter is called to your attention in greater detail in two memoranda attached hereto.

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Special Assistant to  
Deputy Director (Admin.)

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